PURPOSE:
The purpose of this Procedure is to define access to Bairnsdale Regional Health Services' Health Library facility.

WHO MUST COMPLY WITH THIS PROCEDURE?
All Bairnsdale Regional Health Service staff / volunteers / external contracted parties / medical staff / nursing staff / midwives / allied health staff / corporate staff / students undertaking placement / and all health and allied health professionals working or studying in the East Gippsland region.

THIS PROCEDURE APPLIES TO:
This procedure is applicable to all personnel wishing to access the library facility.

PROCEDURE
The BRHS Health Library is staffed at the times advertised on the BRHS intranet Health Library Catalogue link and the BRHS webpage Medical Library link.

Access is available 24/7 to registered health library members with an appropriately configured BRHS ID card.

- Afterhours access to the Library workroom is not available
  Access to the Monash Rural School facility is not available.
- Health Library membership with the associated ID card access is for 12 months or a limited term for contract/casual staff.

On request a renewal of membership may be available.
ID cards are issued by BRHS People and Culture.
The access security system is maintained by the Information Communication Technology (ICT) manager.
Library access is processed by People and Culture @ BRHS on request from the Health Library Manager.
BRHS ID cards are not transferable.

When using the library facility, library users should:

- Behave appropriately in the library.
- Observe any emergency code announcements.
- Observe the BRHS network security protocol when using the BRHS computers.
- Adhere to the BRHS social networking policy when using the BRHS computers.
- Observe the Copyright conditions displayed in the Library.
- Not access Patient records or EMR in the BRHS Health Library.
- Not use mobile phones in the library at any time. Please take all calls outside the building.
- Leave the library in the same condition as when you entered.
- Health Library members using the Library between 19:00 to 06:00 when entering and leaving, shall contact BRHS security staff on the internal emergency phone.

Failure to observe these guidelines may, at the discretion of the Director of Quality and Education or the Chief Executive Officer, result in the removal of library membership and the associated swipe card access to the library.

BRHS
Bairnsdale Regional
Health Service

BRHS Video surveillance operates at the entrance to the Health library.
BRHS security staff may request proof of identification (ID card) of any library users.
BRHS Security staff has the authority to close access to the library.
Public toilets are located via the Day Street BRHS front entrance.

LIST OF IMPLEMENTATION TOOLS

- Health Library Operational Policy
- Health Library Borrowing Procedure
- Bairnsdale Regional Health Service Library Registration Form (Current)
- Copyright Act
- Health Library Business Plan
- Health Library Continuity Arrangements Template (CAT)
- Key and Lock Management Policy

KEY LEGISLATION, ACTS and STANDARDS:
http://www.copyright.org.au

EVALUATION:
Compliance to this Health Library Access Procedure will be monitored, evaluated and reported
by the inclusion of the BRHS Library ID Access data in the monthly statistical report provided with the Work
Plan Report to the Learning and Support Development Unit Meeting

KEY WORDS:
Health, Library, Access, Procedure

STAFF CONSULTED IN DEVELOPMENT / REVIEW:
* Denotes author
(Identify document author/reviewer. If more than one person has contributed to the development/review of this document please include)

Name	Position	Service / Program
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Members	Learning and Support Development Team	
Approved by Committee	Information Management Committee on 22 February 2023	

Is this a new or revised document?	New document/s: Provide a rationale as to why it is needed.	New ☐

	Revised document/s: Please details or highlight the changes, include title changes	Revised ☒
Change description	Provide a brief summary of the changes to enable this to be communicated to staff	Template changes. Procedure. Line of Reporting changes to reflect current organisational chart

Document Management
Policy supported:
BRHS Health Library Policy
Background:
Revised Library Access Policy submitted to Learning & Support Development Unit meeting for endorsement January 2023
Enter title only Library access policy submitted to Director Medical Services for endorsement 2017
Executive sponsor:
Director of Corporate Services
Person responsible:
Health Library Manager

Staff previously consulted in development/review:

Name	Position	Service / Program
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Liz Barlow	Manager	Learning and Support Development
Lyn Davies	Nurse Educator	Learning and Support Development
Wendy Reynolds	Undergraduate Clinical Supervision	Learning and Support Development
Robyn Adams	Nurse Educator	Learning and Support Development
Kate Roberts	Graduate Nurse Coordinator	Learning and Support Development
Helen McDonnell	Library	Health Library
Approved by Committee	Information Management Committee on 22 February 2023	

	New document/s: Provide a rationale as to why it is needed.	New ☐
Is this a new or revised document?	Revised document/s: Please details or highlight the changes, include title changes	Revised ☒

Change description	Provide a brief summary of the changes to enable this to be communicated to staff	Previous version 2018 due for review 2020